

Uploading CAP Confirmation Attachments in NIMRS:

Uploading of attachments is done on the "Follow-Up Details II" tab page in the incident report.

Recommendation Type	Recommendation Desc	Target Date	Implementation Status	Implementation Date
---------------------	---------------------	-------------	-----------------------	---------------------

1. The files are attached to Recommendations, so in order to attach a file, you must first create the recommendation. To create a recommendation, click on the **Add Recommendation** button.

Recommendation Type: [dropdown]
Recommendation Desc: [text field]
Target Date: [calendar icon] Implementation Status: [dropdown]
Implementation Date: [calendar icon]

[Add Recommendation] [Cancel/Done] [Clear]

2. A window will appear with fields for entering information about the recommendation.

Incident Client Initial Findings Notification Follow-Up

Follow-Up Details I Follow-Up Details II

Incident List Print

JC Incident (Abuse and Neglect) JC Incident ID: 101-AUTODEMO2041

Incident # 2516564 Incident Status Reported To CO

Investigator nnnnnnnnnnnnnnnnnnn

Employee(s) Named In Allegation tttttttt,rrrrrrrrr Case Manager;dd,ddd Case Manager Edit

Recommendation Type	Recommendation Desc	Target Date	Implementation Status	Implementation Date

Add / Edit Recommendations

Recommendation Type

Recommendation Desc

Target Date

Implementation Date

one Clear

Incident Review Committee Findings

Help Reported to OMH < Back Next > Save

3. All of the fields except **Recommendation Desc** (Description) have drop-lists or calendars for entering information. The **Recommendation Desc** field is for free text entry.

Incident Client Initial Findings Notification Follow-Up

Follow-Up Details I Follow-Up Details II

Incident List Print

JC Incident (Abuse and Neglect) JC Incident ID: 101-AUTODEMO2041

Incident # 2516564 Incident Status Reported To CO

Investigator nnnnnnnnnnnnnnnnnnn

Employee(s) Named In Allegation tttttttt,rrrrrrrrr Case Manager;dd,ddd Case Manager Edit

Recommendation Type	Recommendation Desc	Target Date	Implementation Status	Implementation Date

Add / Edit Recommendations

Recommendation Type

Recommendation Desc

Target Date

Implementation Date

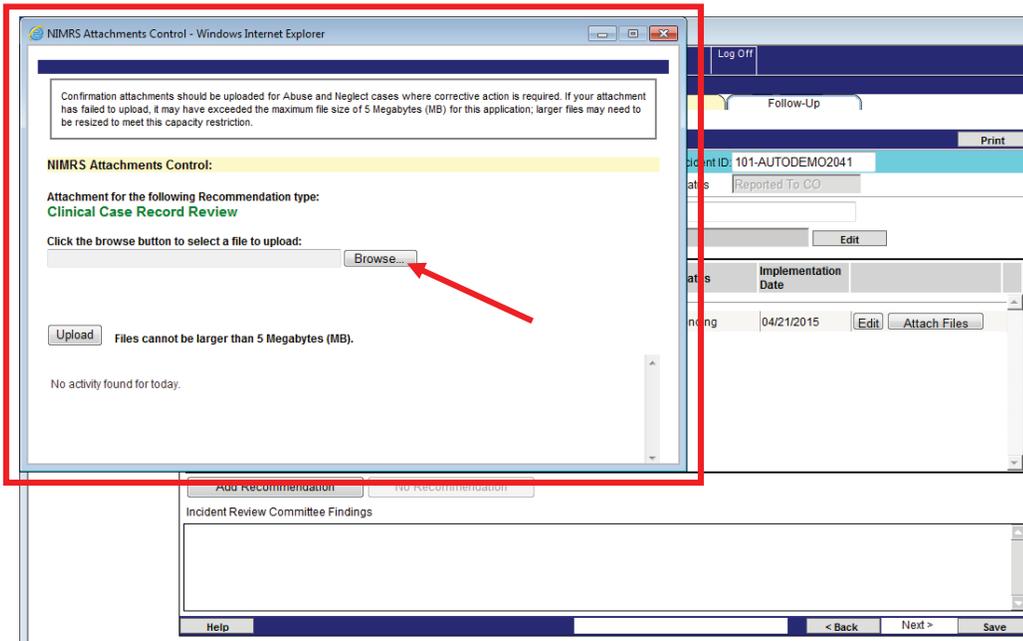
Implementation Status

Add Recommendation Cancel/Done Clear

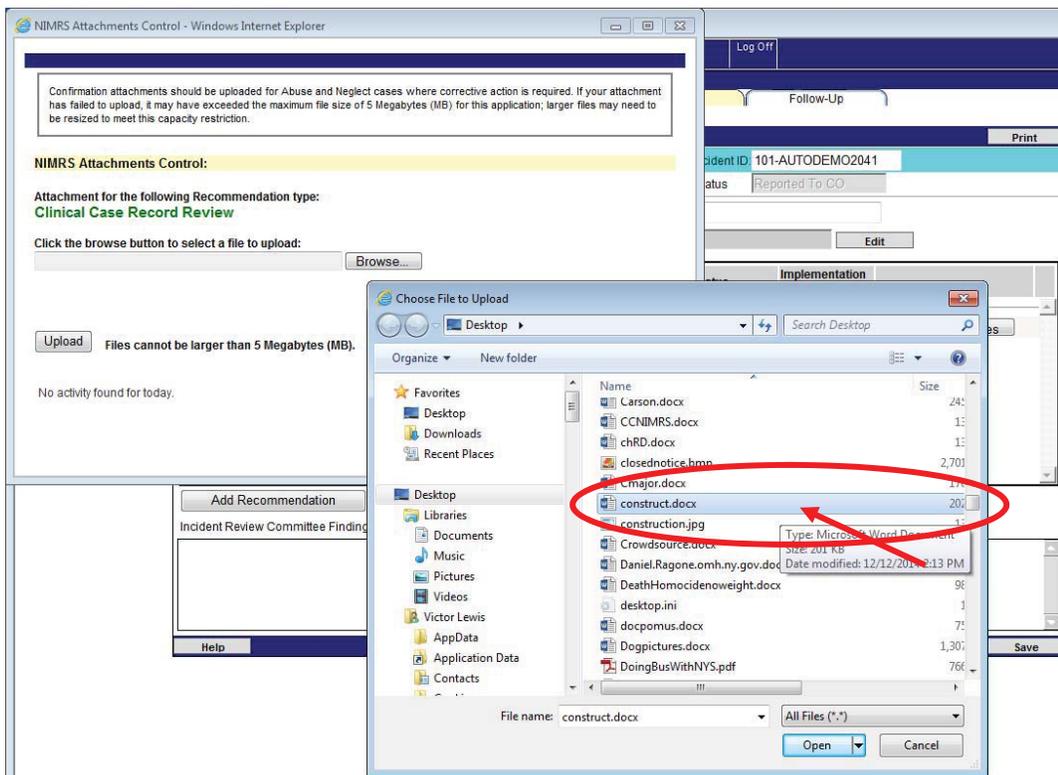
Incident Review Committee Findings

Help Reported to OMH < Back Next > Save

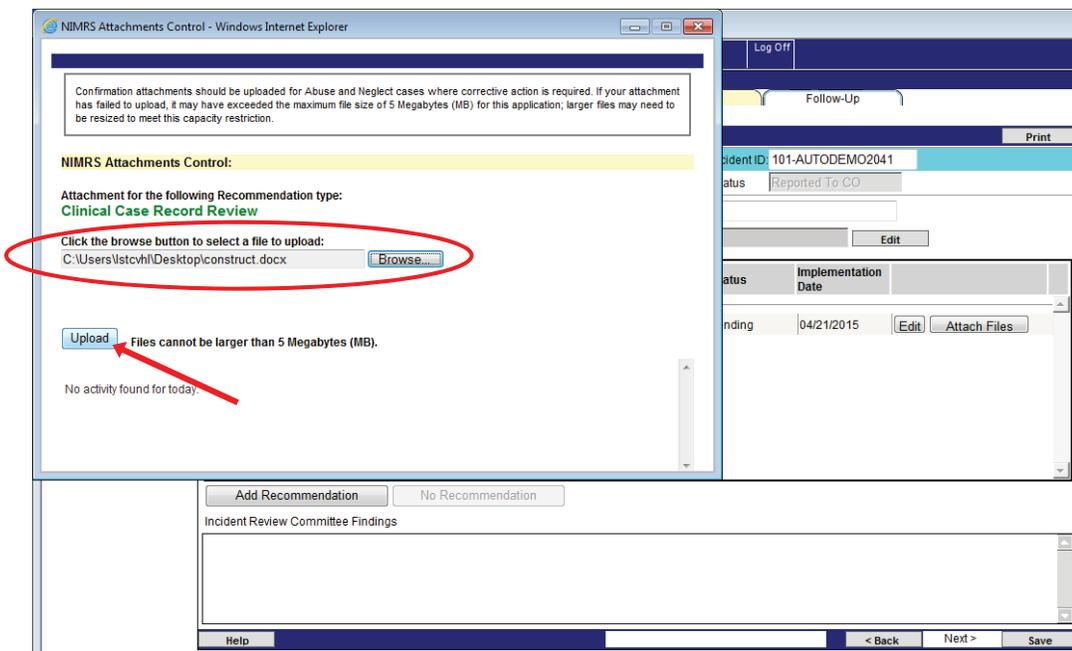
4. You must fill in all of the fields in order to add the recommendation properly. Once you have done that, click on the **Add Recommendation** button.



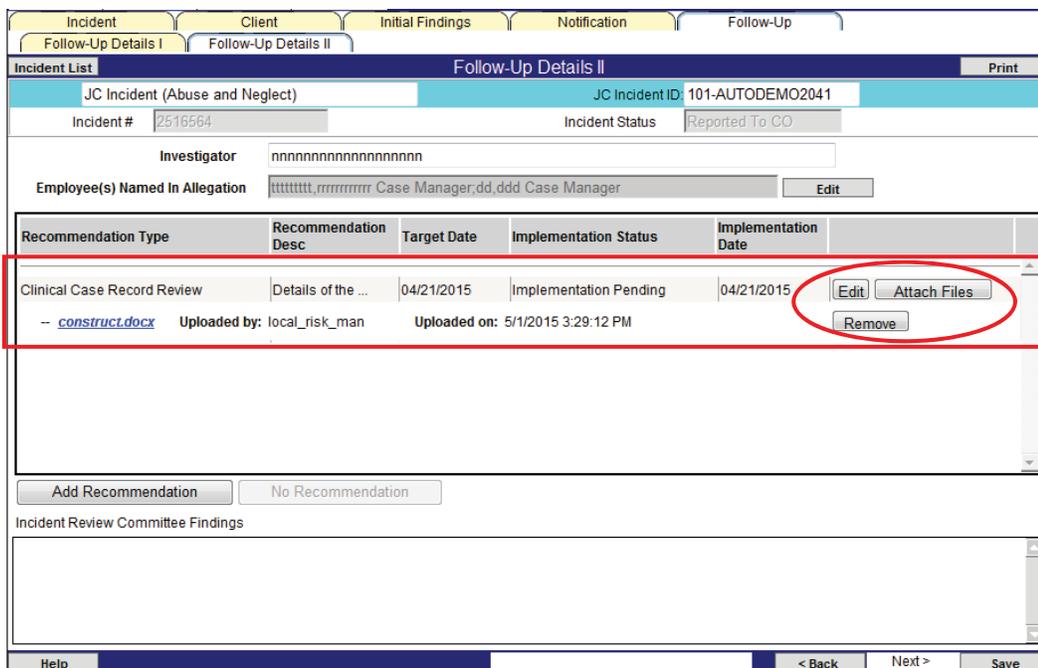
7. The **NIMRS Attach Control** windows will appear. Click on the **Browse** button to locate the file that you want to attach to this recommendation. Please note that files cannot be larger than 5.0 Megabytes (MB).



8. Locate and select the file that you want to attach and double-click on it.



9. This moves the file to the **NIMRS Attach Control** Screen. Once the file name appears in the field on the **NIMRS Attach Control** Screen, click on the **Upload** button to upload the file.



10. Once uploaded, the file appears under the recommendation to which it was attached. There are buttons available to **Edit**, **Remove**, or **Attach** additional files to that recommendation. Or, you can add other recommendations and attach files to them.

Examples of attachments that would be uploaded to confirm CAP implementation would be:

- Revised policies or procedures
- Training records
- Documents that show environmental repairs or changes

Currently, there is no limitation to the types of files that can be added, but there is a 5.0 Megabytes (MB) limit on the file size.